

ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE

**THURSDAY, DECEMBER 12, 2013 AT 9:00 A.M.
HIGHWAY DEPARTMENT CONFERENCE ROOM
1342 COUNTY ROAD "F", ADAMS, WI**

MEMBERS PRESENT: Larry Babcock, Chairperson
Dean Morgan, Vice-Chairperson
Florence Johnson
James Bays

OTHERS PRESENT: Patrick Kotlowski ~ Highway Commissioner, Chris Blum and
Barbara Morgan

MEMBER ABSENT: Patrick Gatterman - Excused

CALL MEETING TO ORDER: The Meeting of the Adams County Highway Department Committee was called to order by Chairperson – Larry Babcock at 9:00 A.M., on Thursday, December 12, 2013.

WAS THE MEETING PROPERLY ANNOUNCED? YES

ROLL CALL: BABCOCK, JOHNSON, MORGAN AND BAYS. MEMBER ABSENT: GATTERMAN ~ EXCUSED.

APPROVAL OF AGENDA: *Motion by Johnson to approve the Agenda as presented, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

APPROVAL OF MINUTES OF LAST MEETING (NOVEMBER 14, 2013): *Motion by Morgan to approve the Minutes as printed of the Adams County Highway Department Committee Meeting for November 14, 2013 Regular Monthly Meeting, second by Bays. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

PUBLIC PARTICIPATION ON AGENDA ITEMS: NONE

COUNTY ROAD G / COUNTY ROAD O INTERSECTION IMPROVEMENT ~ TOWN OF LEOLA: Town of Leola Chairperson Ken Zimbeck has been in contact with the Highway Commissioner concerning the County Road G / County Road O intersection improvement and his concerns are that the proposed improvements will not work in reference to drainage issues. Highway Committee discussed the Town of Leola concerns reference drainage and AECOM will extend their survey elevations further into the woods to verify the drainage calculations.

GENERAL ENGINEERING CONTRACT: Highway Committee instructed the Commissioner to advertise for the General Engineering Contract for 2014, quotes will be reviewed and acted on at the January 2014 Highway Committee Meeting.

REVIEW COUNTY DRIVEWAY ORDINANCE: The revised County Driveway Ordinance was reviewed and modified by the Highway Committee. *Motion by Morgan to make revisions as discussed and bring back to the Highway Committee at the January 2014 Meeting*

**ADAMS COUNTY HIGHWAY DEPARTMENT COMMITTEE MEETING
DECEMBER 12, 2013 ~ 9:00 A.M.**

for action, second by Babcock. ROLL CALL VOTE: BAYS – NO, BABCOCK – YES, JOHNSON – YES AND MORGAN – YES. MOTION CARRIED.

2014 COMPOSITE RATE AGREEMENT FOR WINTER MAINTENANCE EQUIPMENT: *Motion by Bays to approve and sign an agreement authorizing Adams County to use Composite Rates as set by State D.O.T. for the 2014 Winter Maintenance snow plow trucks, second by Johnson. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED*

REPORT ON HIGHWAY DEPARTMENT OPERATIONS:

- Haul/Mix Salt Sand
- Snow Fence
- Snow and Ice Events
- County Policies / Employee issues
- Performance Base Maintenance ~ State
- Traffic Enhancement Project / CTH J

FINANCIAL REPORT: *Motion by Bays to approve the November 2013 Financial Report as audited, second by Morgan. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

VOUCHERS: The Highway Department monthly check summary report was presented to the Committee for review. Committee members reviewed the December 6, 2013, Monthly Check Summary Report that is provided to the Highway Committee by the Administrator Coordinator / Director of Finance Department. *Motion by Johnson to approve the Monthly Check Summary report as presented, second by Babcock. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

IDENTIFY POSSIBLE UPCOMING AGENDA ITEMS:

- Review and Act on Revised County Driveway Ordinance
- Joint Meeting with Admin Finance Committee

SET NEXT MEETING DATE AND ADJOURN: *Motion by Johnson, second by Bays, to adjourn until the next scheduled meeting for the Highway Department on, Thursday, January 9, 2014 at 9:00 A.M. at the Highway Department. VOICE VOTE, ALL IN FAVOR. MOTION CARRIED.*

Meeting adjourned at 11:30 A.M.

Respectfully submitted,

Patrick Kotlowski, Recording Secretary

THESE MINUTES HAVE NOT BEEN APPROVED BY THE COMMITTEE